**Request for Proposal**

for the provision of

**Relocation Support Services**

at ECMWF, Shinfield Park, Reading, UK

**Annex 3: Response template**

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| Ref: ECMWF/RFP/2021/314 |
| ISSUED BY:  ECMWF  Administration Department  Procurement Section |
| Date: February 2021 |
| Version: Final |

Bidders should respond to the requirements stated in the Request for Proposal and its Annex 1 in the format below. All responses must be in English.

# Executive Summary

*See RFP document, 3.1 Summary*

# Company and contact details

*See RFP document, 3.2 and 3.3*

# Track Record including references

*See RFP document, 3.4*

# Quality of Resources to be Deployed

*See RFP document 3.5*

# Management and implementation plan

The management and implementation section shall contain general details of contract management, and any organisations that will contribute to the work and how different organisations will work together. The work organization, assignment of resources and responsibilities shall be described in detail as well as the measures put in place to ensure that quality targets for the service are met.

This section should also include information about the tenderer’s quality assurance processes and management systems, and if applicable, any quality related accreditations or certifications held.

# Response to the relocation support service requirements

## Tailor made solutions

ECMWF also recognises that the personal circumstances and the appetite for engagement with support service suppliers may differ between staff members. As such it wishes to understand how such a service may be tailored to meet the overall budgetary constraints of providing such a programme, as well as the individual requirements of staff members.

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| *Bidders should describe here how their services could be tailored to meet the needs of individual staff transferring to Bonn:* |

## Local factors

Bidders should describe below what specific factors ECMWF and its staff should consider when preparing for the moves to Bonn. This should include descriptions of local specific factors in relation to the property market, administrative and bureaucratic elements, cultural factors and any other factors that may impact the timing or organisation of the moves.

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## Service descriptions and prices

### Table 1: Service Description and pricing for Service - Family unit.

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| --- | --- | --- | --- |
| Service | Description of **Service** offering & How provided | Pricing Basis | Bid Price € |
| Customised advice on local property market. |  |  |  |
| Identification of suitable properties on the basis of specific requirements of the staff member and their family, arrangement of accompanied property viewings and support of rental lease negotiation and review of rental contracts for a 3-4-bedroom apartment or house in the Bonn region. |  |  |  |
| Inventory check-in |  |  |  |
| Contracting for utilities, house insurance and internet services |  |  |  |
| Total Service Price |  |  |  |

### Table 2: Service description and pricing for a single person

|  |  |  |  |
| --- | --- | --- | --- |
| Service | Description of **Service** offering & How provided | Pricing Basis | Bid Price € |
| Customised advice on local property market. |  |  |  |
| Identification of suitable properties on the basis of specific requirements of the staff member, arrangement ofaccompanied property viewings and support of rental lease negotiation and review of rental contracts for a 1-2-bedroom apartment or house in the Bonn region. |  |  |  |
| Inventory check-in |  |  |  |
| Contracting for utilities, house insurance and internet services |  |  |  |
| Total Service Price |  |  |  |

### Table 3 Additional optional services that can be provided

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| --- | --- | --- | --- |
| Service | Description of **Additional Service** & How provided | Pricing Basis | Price € |
| Additional home setup support services  *Bidder to describe* |  |  |  |
| Life in Bonn / Integration Support  *Bidder to describe* |  |  |  |
| Other services proposed  *Bidder to describe* |  |  |  |